

December 1, 2001

MEMORANDUM

To: Sheriffs and Superintendents
From: Alice M. Coe, Customer Service Manager
RE: Basic Local Inmate Data System (LIDS) Training

The Compensation Board has set aside every 3rd Wednesday of the month for Basic LIDS Training that will be held in Richmond. The Compensation Board's Operating Manual states that if the individual to be appointed as a LIDS Technician, has not completed Compensation Board provided LIDS training in the 12 months prior to appointment, the training must be completed within 45 days after appointment.

In an attempt to help newly appointed LIDS Technicians meet their new requirements, the Compensation Board will give top priority to individuals requiring training. The Compensation Board will reimburse the locality through SNIP for expenses incurred for LIDS Technicians to attend the LIDS Basic Training. The attached memo details reimbursable expenses as well as provide basic information needed for LIDS Technicians to sign up and attend the Basic LIDS Training. Expenses for local staff other than the LIDS Technician to attend the LIDS Basic Training will be the localities responsibility.

The following dates have been set aside for training, which will run from 8:30 a.m. – 5:00 p.m.:

January 16, 2002
February 20, 2002
March 20, 2002
April 17, 2002
May 15, 2002

If you or your staff member has any questions concerning the Basic LIDS Training that will be held in Richmond, please contact me at (804) 786-0786, ext. 207 or e-mail me at acoe@scb.state.va.us.

CC: Bruce W. Haynes, Executive Secretary
James W. Matthews, Assistant Executive Secretary
Anne Wilmoth, Information Technology Manager
Sue Kelly-Graham, Senior Fiscal Technician
Robyn M. de Socio, Budget and Finance Manager
Richard A. Lampman, Policy and Planning Manager
Charlene M. Rollins, Agency Management Lead Analyst
Kathy Cook, Training and Development Coordinator Senior

MONTHLY BASIC LIDS TRAINING

HELD EVERY 3RD WEDNESDAY
8:30 a.m. – 5:00 p.m.

CONTACT:

Contact Kathy Cook, Alice Coe or Sue Kelly-Graham at the Compensation Board if your staff member in the LIDS Technician Position requires LIDS Basic Training (within 45 days) in Richmond.

kcook@scb.state.va.us **OR** skelly-graham@scb.state.va.us **OR** acoe@scb.state.va.us
804-786-0786 ext. 201 804-786-0786 ext. 220 804-786-0786 ext. 207

LOCATION:

Department of General Services - 805 E. Broad Street, Richmond, VA

The computer lab is in the basement of the 8th Street office building, which is on the corner of 8th and Broad St. **Enter the building on the 8th street side** (construction awning over sidewalk on Broad St.). Knock for entrance into the lobby. You will be asked to **provide a picture ID and sign-in as a visitor**. Take the elevators immediately to your left to basement. To your right will be glass doors. Go through the glass door that says Department of General Services to be admitted to the lab.

DIRECTIONS:

I-95 North (From Petersburg, Virginia)

In Richmond take exit 74C to Broad Street West. Proceed west on Broad St

I-95 South (From Fredericksburg, Virginia)

In Richmond take exit 74C to Broad Street West. Proceed west on Broad St

I-64 East (From Charlottesville, Virginia)

From I-64 go south on I-95 and exit at 74C to Broad Street West. Proceed west on Broad St

I-64 West (From Williamsburg, Virginia)

From I-64 go south on I-95 and exit at 74C to Broad Street West. Proceed west on Broad St

REIMBURSEMENT:

If your staff member (**LIDS Technician Position**) requires LIDS Basic Training that will be held in Richmond, the **Compensation Board will reimburse your locality, through SNIP (LIDS)**, for the following expenses:

Hotel Accommodations (actual cost, not to exceed)	\$77 per person (plus taxes/surcharges and parking, if applicable)
Meals (actual cost, not to exceed)	\$28.50 per day, per person
Mileage (only if government vehicle is not available)	Mileage for 1 car, per 4 people attending - @ .325 cents per mile

PARKING:

Commercial lots are located at the corners of 8th & Grace St.; 7th & Marshall St.; 8th & Marshall St.; at the Richmond Coliseum parking deck on 8th St. between Leigh St. & E. Clay St.; and at the Richmond Eye and Ear Hospital on Broad St. between 10th & 11th. Additional parking may be found at: 700 E. Franklin St – 501 E. Franklin St. & 12th & Cary St.

HOTELS (Downtown Area):

Marriott (3 Blocks - Down Broad)
500 E. Broad St.

Omni (4 Blocks - Uphill)
100 S. 12th St.

1-800-228-9290 or (804) 643-3400

1-800-843-6664 or (804) 344-7000